



PROCEDURES

All members of staff should be aware of the possible indications of abuse or neglect and the procedures for dealing with suspected cases.

The four forms of abuse

- **Physical Abuse** – *this may involve hitting, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child.*
- **Emotional Abuse** – *Persistent emotional ill treatment of a child. This may involve conveying to the children that they are worthless, unloved or inadequate. It could also include interactions and expectations that are beyond the child's developmental capability.*
- **Sexual Abuse** – *This involves forcing or enticing a child to take part in sexual activities. These may include physical contact or non-contact activities, such as involving children in pornography or encouraging them to behave in a sexually inappropriate way.*
- **Neglect** – *This is the persistent failure to meet a child's basic physical, emotional and/or psychological needs, likely to result in the severe impairment of the child's health or development. This would include failure to provide adequate food, clothing, shelter or abandonment. Protection from a child from physical harm. Adequate supervision including care-taking.*
- **Staff should take time to read through the more in-depth definitions of forms of abuse.**

Referrals of Child Abuse

a) If a child arrives with injuries staff should:

- Ensure immediate medical attention, if necessary
- If possible ask parent/carer how injuries occurred.
- Explanations, however puzzling, should be accepted and accusations should not be made. Make a written record in the existing injuries book of explanations given. Explanations must include how and where it occurred and must be signed by the parent. If you have concerns about the injury or the explanation, record this in the child protection book. Ensure all information including diagrams if necessary go in book. Relay your concerns to the designated child protection officer. Have a witness whenever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make appropriate referral to the Social Services Department if necessary.



- If you suspect that the injuries have been caused by assault or by failure to protect the child you must tell the officer in charge. That person will contact, the LA Children's Social Care Team and the referral process will proceed.

b) Suspicion of Abuse

If through conversation or other contact with children you have cause to suspect, physical, sexual or emotional abuse or neglect of a child in your care:

- Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.
- It is particularly important not to make suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying.
- Write down exactly what the child says or what actions concern you, and what you have said in response. Sign and date it
- Do not make assumptions about who the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children. (please refer to person in a position of trust policy)
- Inform the designated person and person in charge of your suspicions and that person will contact the LA Children's Social Care Team
- All staff have a duty of care to the children. If you have a concern regarding a child and the person in charge disagrees, you can pass your concerns on directly to referral and assessment service.
- Any disclosures must be kept confidential as per our confidentiality policy, and only discussed on a "need to know" basis.
- **Child protection is the individual responsibility of each person working with children.**

c) An unexplained absence

If a child is absent from nursery for a period of 2 days without explanation staff are required to contact the parents in order to ascertain the reason for the absence.

This information will be logged in the individual room registers

Consistent absences will be monitored by team leaders and the nursery child protection officer.



Subsequent Action

In cases where you are unsure whether concerns justify referral, you should contact a social worker or the police CAIU.

Where there is genuine cause for concern you must refer it onto social workers and the police without delay. Under no circumstances should any member of management or staff try and conduct an investigation. This is the responsibility of social workers and the police.

Confidentiality

All matters regards child protection must be dealt with confidentially and on a “need to know basis” .The nursery has the right to share any information regarding child protection with other childcare professionals. All information will be kept confidential.

The Nursery’s designated Child Protection Officer is: Kelly Dixon

This person is responsible for ensuring that any child protection issues are dealt with in the correct manner and they will ensure all information is logged correctly and passed onto the relevant agencies. They will liaise with outside agencies where necessary to ensure that all staff have up to date knowledge of child protection.

They are also responsible for providing support, advice and guidance to staff on an on-going basis and with any specific training needs relating to safeguarding and child protection.

The designated child protection officer will be able to access regular training.

They will also be expected to refer to the local safeguarding children board to Keep up to date with any relevant changes.



CONTACTS:-

In the case of an emergency you should call the following:

Police CAIU: 024 76539044

POLICE: 0345 1135000 or 999

SOCIAL WORKER (OUT OF HOURS): 024 76 83 2222

In a non – emergency situation:

Coventry’s referral & assessment service: 024 76 78 8555

A multi agency referral and initial information form must be completed within 48 hours of the referral. This should be returned to the following address:

Coventry Children’s social care referral & assessment service (RAS)

Southfields old school, South street,
Hillfields
Coventry
CV1-5RS

Fax: 024 76 222 5134

Tel: 024 76 788 5555

Or text CHILD CONCERN to 60003

OFSTED Helpline: 0300 123 1231

Central Police Switchboard: 0845 113 5000

Child line: 0800 1111

NSPCC: 0808 800 5000

Links to other policies:

Safeguarding policy
Child protection policy
Uncollected child
Whistle – blowing policy
Person in a position of trust
Technology policy